

702 KAR 1:115. Annual in-service training of district board members.

RELATES TO: KRS 160.180

STATUTORY AUTHORITY: KRS 156.070, 160.180

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070(4) authorizes the Kentucky Board of Education to promulgate administrative regulations necessary for the efficient management, control, and operation of the schools and programs under its jurisdiction. KRS 160.180(5) provides that all local school board members shall complete an established number of hours of in-service training annually, based on the number of years of experience, and that the Kentucky Board of Education shall identify the criteria for fulfilling these requirements. This administrative regulation establishes standards for the annual in-service training of district board members.

Section 1. Content of Training. (1) The in-service requirements for all district school board members set forth in KRS 160.180(5) shall include:

- (a)1. For school board members with zero to three (3) years of experience:
 - a. Three (3) hours of school finance training annually;
 - b. One (1) hour of ethics training annually; and
 - c. One (1) hour of superintendent evaluation training annually;
- 2. School board members with zero to three (3) years of experience may acquire the remainder of their hours in these topics or topics listed in Section 2(1)(b) of this administrative regulation;
- (b) For school board members with four (4) to seven (7) years of experience:
 - 1. Two (2) hours of school finance training annually;
 - 2. One (1) hour of ethics training annually; and
 - 3. One (1) hour of superintendent evaluation training annually; or
- (c) For school board members with eight (8) or more years of experience:
 - 1. One (1) hour of school finance training annually;
 - 2. One (1) hour of ethics training annually; and
 - 3. One (1) hour of superintendent evaluation training biennially.
- (2) For board members with four (4) or more years of experience, the remaining hours of required training may include topics such as:
 - (a) The basic role and responsibility of the district board and its members;
 - (b) Curriculum and instruction;
 - (c) Relations with superintendent and staff;
 - (d) School law; and
 - (e) Community relations.
- (3) To qualify toward meeting the in-service board member training requirements of KRS 160.180(5) and this administrative regulation, the required training activity shall not be:
 - (a) The regular work of the board, such as the attendance of meetings or the conduct of hearings;
 - (b) Irrelevant to the pertinent knowledge and skills of board membership; or
 - (c) A public relations or social activity, such as graduation or other student events.

Section 2. Providers of Training. (1)(a) The Kentucky School Boards Association (KSBA) shall be the provider of eight (8) hours of district board member in-service training for board members who are required to obtain twelve (12) hours annually. Board members with zero to three (3) years of experience may acquire the remaining four (4) hours of their training from either the KSBA or the providers described in subsection (2) of this section. Board members with

four (4) or more years of experience may acquire their hours from the KSBA or the providers described in subsection (2) of this section.

(b) The KSBA shall offer training on eight (8) of the eleven (11) following topics annually and shall offer training on all eleven (11) topics at least once during every twenty-four (24) month period:

1. School law;
2. School finance;
3. Community relations;
4. Policy development;
5. Personnel relations;
6. Curriculum and instruction;
7. Superintendent/board relations;
8. Goal setting/decision making;
9. Employment and evaluation of the superintendent;
10. Educational services provided for the exceptional, gifted and other special population children; and
11. Ethics.

(c) The KSBA shall coordinate with the chief state school officer annually to develop an in-service training plan for approval by the Kentucky Board of Education on or before November 1 of each year for use in the following calendar year. In-service training for district board members shall be provided at a minimum of five (5) geographic locations, on a variety of dates.

(2) Training providers, other than the KSBA, including the Prichard Committee, the Kentucky Education Association, the Kentucky Association of School Councils, the Kentucky PTA, the Kentucky Association of School Superintendents, the Kentucky Association of School Administrators, and any other provider, shall only provide training through courses that are:

- (a) Customized for board members; and
- (b) Verified by the department to be compliant with the requirements of this administrative regulation.

(3)(a) If board members opt to get all of their training hours through the KSBA, then they shall have KSBA credit them for these hours. If they obtain hours through any source other than the KSBA, they shall have local board approval and send a copy of the record (board minutes) to KSBA. If they acquire training hours through the other approved providers described in subsection (2) of this section, then a copy of proof of attendance including a recitation of the time, date, location, and description of the in-service training shall be sent by the course provider to KSBA within two (2) weeks of completion of the training so that proper credit can be given.

(b) The KSBA shall combine these hours with hours of in-service training received through KSBA training activities. These records shall be submitted annually by the KSBA to the Kentucky Board of Education.

(c) Each provider of training hours shall conduct an evaluation of each training course, which is offered by the provider during a calendar year and submitted by a local board member for training hours credit under this administrative regulation, and shall compile responses to be submitted to the KSBA within sixty (60) days of completion of the training.

Section 3. Failure to Acquire Training. Subject to extensions granted under Section 4 of this administrative regulation, the names of all district school board members who fail to complete the required in-service training set forth in KRS 160.180(5) and this administrative regulation shall be transmitted by the department to the Attorney General.

Section 4. Extension of Time. (1) The Kentucky Board of Education may grant newly appointed or elected school board members, who take office after June 30th of a particular year, an extension of time within which to acquire a maximum number of unacquired hours equal to the difference between the required number of hours and one (1) hour per month for each full month actually served during the year. These extensions shall not extend beyond the remainder of the term being served or the next two (2) calendar years, whichever is longer.

(2) The Kentucky Board of Education may grant an appropriate extension of time, not to exceed two (2) calendar years, to newly appointed or elected members who take office prior to July 1, but on or after March 1, of a particular year within which to obtain the balance of any required, but unacquired in-service hours for the initial year of new service. Any extension to acquire hours shall not exceed the difference between the required number of hours and one (1) hour per month for each full month actually served during the year.

(3) The Kentucky Board of Education, in cases of true emergency, may grant an extension of time within which a local board member shall complete the required hours of in-service training. True emergencies shall include events such as death or prolonged illness of a loved one, prolonged illness of the board member, personal disasters of the magnitude of tornadoes or fires or floods affecting the board member directly, prolonged requirement for appearance in a court proceeding, and other emergency reasons where there exists a pressing necessity that requires immediate and prolonged attention. True emergencies shall not include, for board members serving less than a full year, the length of the member's tenure. (11 Ky.R. 351; eff. 9-11-84; Am. 13 Ky.R. 940; eff. 12-2-86; 14 Ky.R. 2214; eff. 7-21-88; 16 Ky.R. 195; 537; eff. 10-8-89; 17 Ky.R. 2017; eff. 2-7-91; 40 Ky.R. 676; 1099; 1260; eff.1-3-2014.)